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Proposed Time Lines

The following is the proposed sequence of steps and time lines which will be used in the application process to select service providers and award contracts. CSD reserves the right to adjust the time lines as necessary.

RFA Released.....October 11, 2006

Final Date to Submit Notice of Intent to Apply.....October 27, 2006

Final Date to Submit RFA.....November 13, 2006 (5:00 p.m.)

RFA Review Period..... November 14 – December 1, 2006

Notice of Intent to Award Posted at www.csd.ca.gov December 4, 2006

Intent to Award and Denial Letters Mailed.....December 4, 2006

Appeal Period.....December 4, 2006 through December 22, 2006

Projected Contract Term January 1, 2007 through June 30, 2008

Mandatory Training for Contractors.....January 2007

A) APPLICATION INFORMATION

Purpose

In accordance with the State Budget Act (Chapter 047, Statutes of 2006), the Department of Community Services and Development (CSD) announces the availability of \$2.8 million in State General Funds for the 2007 Naturalization Services Program (NSP).

The purpose of the NSP funds is to provide naturalization services to legal permanent residents who are in need of assistance in becoming naturalized citizens. Naturalization services required as part of this Request for Application (RFA) include: outreach, intake and assessment, collaboration with, and referral to other naturalization services organizations, citizenship application assistance, citizenship testing and interview preparation, and follow-up.

The goal of this program is the achievement of U.S. citizenship for legal permanent residents. Successful applicants shall use NSP funds solely to assist new clients defined as legal permanent residents who have not submitted an "Application for Naturalization" (Form N-400), or an "Application for Certification of Citizenship" (Form N-600) to the U.S. Citizenship and Immigration Services (USCIS).

Eligible Applicants

The intent of this Request for Application (RFA) is to solicit applications from eligible applicants. An eligible applicant is defined as either: (a) A community-based private, non-profit organization, or (b) A local public agency. All organizations applying for funding under this program must have a minimum of three (3) years of funding and program experience involving naturalization services.

Private, nonprofit, community-based organization:

- Applicant shall submit proof of its 501(c)(3) tax-exempt status. (See Attachments I and II, Application Face Sheet and Application Stack Order Checklist.)
- Applicant shall attach a copy of the board resolution, order, motion, or ordinance authorizing the representative signing and submitting this application as the designated representative for signing any contract resulting from this RFA
- Applicant shall submit a copy of the most current Certificate of Status issued by the State of California, Office of the Secretary of State (OSS), certifying that the agency is in good standing with OSS. Applicant may use OSS' website (<http://kepler.ss.ca.gov/list.html>) to obtain documentation. Applicant may download and print the website page certifying that the agency's status is active with OSS and attach it as part of the response to this RFA. (See Attachment II, Application Stack Order Checklist.)

Local Public Agency:

- Applicant shall attach a copy of the resolution, order, motion, or ordinance authorizing the representative signing and submitting this application as the designated representative for signing any contract resulting from this RFA. (See Attachments I and II, Application Face Sheet and Application Stack Order Checklist.)

Scope of Work/Application Narrative

All applicants will be required to submit a narrative describing how applicant will provide the scope of work for the NSP Program as defined below. Applicant shall attach an Application Narrative labeled as Attachment III describing the specific methods or processes to be used by the organization in meeting each of the following required NSP activities. The Application Narrative must not exceed five (5), single-spaced, single-sided, pages in total and be typewritten in not less than 12-point font. Applicant will be evaluated and scored based on clear, concise, specific, and appropriate responses for each of the following required activities:

Outreach

Applicant will be required to identify the target populations and describe the processes and methods used by the organization to outreach to the entire Service Area. Applicant shall clarify if outreach will be provided to specific populations. If the applicant plans to target a specific population in the community, the application must clearly demonstrate the need to target that population. Outreach efforts may include but are not limited to: distribution of flyers and posters, community meetings, events, radio announcements, TV public service announcements, and town meetings.

Intake and Assessment

At a minimum, applicant shall provide clients personalized, one-on-one intake and assessment services. Applicant shall ensure that the intake and assessment activities include, at a minimum:

- The determination of eligibility for naturalization services.
- Identification of issues that may result in a delay or denial of citizenship.

Collaboration With, and Referral To, Other Naturalization Service Organizations

Applicant shall be required to establish and/ or demonstrate existing collaborative partnerships and referral systems with other service providers to ensure clients receive services necessary to successfully complete the naturalization process. Applicant should identify and specify partnerships or collaborative efforts with other Naturalization Services providers, and may include the California Department of Education English-as-a-Second-Language (ESL), and English Literacy and Civics Education (EL Civics) grantees. The intent of this requirement is to ensure applicants are utilizing partnerships within their community to ensure the needs of the clients are being met. Naturalization funds are not to be used to duplicate existing services. Applicants must clearly demonstrate their ability to collaboratively work with existing service providers to serve each client.

Citizenship Application Assistance

Applicant shall be required to provide one-on-one client assistance (either directly or through collaborative partnerships) in completing the citizenship application forms: "Application for Naturalization" (Form N-400), or the "Application for Certification of Citizenship" (Form N-600). Applicant shall provide assistance in procuring supporting documents as required for the completion of the citizenship application. Services may include but not be limited to: assistance with special accommodations for individuals with disabilities, and obtaining birth/marriage certificates and court records.

Citizenship Testing and Interview Preparation

Applicant shall be required to provide one-on-one or group client assistance with training or guidance in U.S. History and Government, Civics, Oath of Allegiance, and interviewing techniques. An organization shall have and describe specific training tools and resources available to prepare clients for citizenship testing. The organization's specific methods for delivery of services shall be described and may include classroom group settings, client informational handouts, and/or one-on-one sessions.

Follow-Up

Applicant will be required to maintain follow-up processes and procedures to verify and document that clients served with NSP funds become naturalized citizens. The organizations shall describe the specific procedures used to track and follow-up with each client for whom a naturalization application was submitted to USCIS.

Contract Term

The term of the contract will be for eighteen months, January 1, 2007 through June 30, 2008. Naturalization services and activities for clients will be provided during the first 12 months of the contract, and follow-up services to document clients who have become naturalized citizens will be conducted during the last six months.

Cost-Per-Client

Award of this RFA shall be based on the applicant's responsiveness to the requirements of this RFA and competitive bids in each Service Area. Contracts will be awarded to successful applicants in which the contractor will receive two separate reimbursement payments for two outcomes.

The cost-per-client for outcome one (1) will depend on the applicant's proposed cost as submitted with this RFA, and shall be a minimum of \$150 per client and shall not exceed a maximum of \$250 per client. The Reimbursement for outcome one (1) will be based on the organization submitting documentation (CSD form 623 and 667) indicating client submitted an Application for Naturalization N-400 and/or N-600. The applicant's cost-per-client for outcome one (1) will be scored on a competitive basis.

The cost-per-client for outcome two (2) shall be a fixed rate of \$100 per client. Reimbursement for outcome (2) will be based on the organization submitting

documentation (CSD form 623 and 667) indicating client received a Certificate of Naturalization.

While follow-up with each client is required under this RFA, CSD realizes that in some cases a client may achieve specific benchmarks towards naturalization (i.e. fingerprints taken, USCIS interview) and not complete the naturalization process. In a case where an applicant has invested time and funds towards the naturalization of a client and is unable to demonstrate the successful achievement of a naturalization certificate, the applicant may be eligible for payment at the discretion of CSD. In such cases, reimbursement may be paid upon submission of documentation to confirm client obtained fingerprints (\$50) and successfully completed the USCIS interview (\$50).

The following table illustrates an example of an Applicant's potential funding request, considering each outcome, applicant's cost-per-client, and number of clients to be served based on the funding limits per service area (See Appendix A).

Program Goals/Outcomes	Applicant's Cost-per-Client	Number of Clients	Total Costs
1: Client submits N-400 and/or N-600 Naturalization Application	\$175	150	\$26,250
2: Client receives Certificate of Naturalization	\$100 (fixed)	150	\$15,000
Applicant's Total Request for Funding:			\$41,250

Applications received that are not within the minimum cost per client of \$150 and the maximum cost per client of \$250 for outcome 1 will be deemed non-responsive and be disqualified.

Matching Funds

Applicants will be required to provide at least 15 percent in matching fund dollars. All applicants must submit Attachment IV, 2007 Naturalization Services Program Matching Funds to substantiate the matching funds. For the purposes of this RFA, matching funds must be used to serve additional clients above and beyond the number of clients served with the NSP State funds. For instance, if the applicant applies for \$41,250 in NSP funds to serve 150 clients (see example above), the applicant must be able to demonstrate that it has at least \$6,188 (15 percent) to commit in matching funds and will serve an additional 23 clients; for a total of 173 clients served under this contract.

Although a minimum of 15 percent matching funds is required, applicant will be able to obtain points in the overall evaluation of this RFA based on matching funds above the required 15 percent.

The proposed matching funds must be used during CSD's naturalization services contract period. The applicant must provide a "Letter of Commitment" which must indicate the amount of committed funds and/or cash contributing to the Naturalization Services Program. For committed funds from organizations like United Way or Americorp, the Letter of Commitment must indicate that the funds are "on hand and unrestricted" and will be used for services under this RFA. The Letter of Commitment must be signed by the organization's Director. Restricted funds will not be considered as matching funds. Applicant can only report the committed funds that are within this RFA contract term period.

Past fundraising funds can be considered as committed funds only if the fundraising event has already occurred and the funds are "on hand and unrestricted funds." Future fundraising events cannot be considered as committed matching funds.

All contributions shall be accepted as part of the matching funds requirement when such contributions meet all of the following criteria:

- They are verifiable from the provider's records.
- They are not included as contributions for any other project or program.
- They are necessary and reasonable for proper and efficient accomplishment of program objectives.
- They are allowable under the applicable cost principles
- They are authorized or not prohibited under federal, state, or local government laws or regulations.

Service Areas and Funding

CSD intends to award multiple contracts as referenced in Appendix A, 2007 Naturalization Services Program Service Area and Funding Allocation. There are twenty-one (21) designated NSP Service Areas. The funding allocation for each Service Area is based on the number of legal permanent residents in each county as compared to the entire state, as published by the Department of Finance's Legal Immigration to California by County, 1996 through 2004 (Appendix B).

CSD will:

- Require Applicant to provide services to the entire service area and expend the entire contract allocation within the contract term.
- Allow Applicant to apply for more than one Service Area by submitting a separate application for each desired Service Area.
- Disallow Applicant to submit more than one application per Service Area.

Funding Restrictions

Successful applicants shall not use grant funds to:

- Reimburse or pay directly any client fees required as part of the naturalization process, such as application fees.
- Duplicate naturalization and citizenship activities already being provided by another funding source in that service area.
- Develop new materials for outreach or classroom instruction where existing materials have already been developed to an acceptable standard and where the material meets the demonstrated need.
- Purchase or improve land.
- Construct or permanently improve any building or other facility.

Minimum Requirements

All applicants must meet the minimum requirements listed below.

- **Audit** – The applicant must submit one audit for the organization performed within the past two fiscal years or a statement from an independent Certified Public Accountant attesting to the viability and stability of the organization and its accounting system. The audit must be in compliance with the American Institute of Certified Public Accountants' Standards. For the applicant to be responsive, the audit must demonstrate the organization's fiscal accountability, soundness, and viability. The following criteria will be used to evaluate the audit as a reason for disqualification:
 - Audit report contains a going-concern statement.
 - The audit report discloses reportable conditions or any uncorrected material weaknesses from prior audit(s).

Failure to meet any of the audit requirements will be cause for an application to be deemed as non-responsive and be rejected.

- **Contract Experience** - The Applicant must have a minimum of three (3) years of funding and program experience involving naturalization services. Applicant shall substantiate this experience by completing Attachment V, 2007 Naturalization Services Program Funding and Experience Sheet.

Applicant must demonstrate the staffing capabilities and experience for administering naturalization programs (i.e., linguistic capabilities to appropriately serve target population). Applicant shall submit resumes and duty statements of key staff involved in the program. At a minimum, the NSP Project Manager shall have one (1) year experience, and a resume of this employee must be included.

If the applicant previously received an NSP contract from CSD, a review of the applicant's previous program performance will be evaluated. Failure to meet any of the following program requirements will be cause for an application to be deemed non-responsive and be disqualified:

- CSD records indicate that Applicant has an outstanding, unresolved, or written-off accounts receivable.
- Less than ninety percent (90 %) of the funds were expended during the contract term.

Subcontractor(s) (if applicable)

Applicant may subcontract with other organizations to provide services that support the NSP program. A subcontractor is also eligible to directly apply for funding, assuming the applicant meets the eligibility requirements outlined above, by submitting an application to provide services in a service area(s), as referenced on Appendix A, Service Areas and Funding Allocations.

In the case of a subcontract agreement, applicant's cost-per-client fee shall not exceed five percent (5%) of the subcontractor's cost-per-client. The reimbursable cost shall be the Applicant's overhead cost-per-client plus the subcontractor's cost-per-client. Contract awards will be based on the combined total of the Applicant's overhead cost plus subcontractor's cost.

Applicant shall submit the following subcontractor information

- Subcontractor(s) by name and address.
- Subcontractor's cost-per-client on the Naturalization Services Program Budget, Attachment VI.
- Subcontractors' Letter of Commitment. The Letter of Commitment shall be signed by an official subcontractor representative, indicating the ability to provide services during the contract period and to deliver services in accordance with the application requirements and contract terms and conditions.

Consortium (if applicable)

Nothing in this RFA shall prohibit one or more providers from applying as a Consortium. A Consortium, for purposes of this RFA, is defined as two or more naturalization service providers that form a partnership or an association, however, a single provider must be designated as the lead Applicant. Each Consortium provider must have the minimum three (3) years of funding and program experience involving naturalization services. The applicant must substantiate this experience as outline in this Section, under Minimum Requirements. The application must clearly identify each of the providers that constitute the Consortium.

The lead applicant on behalf of the Consortium is defined as the entity that exercises administration and management oversight of the contract, and is responsible for fiscal and reporting requirements of the contract. If the lead applicant is not providing all services associated with this contract, the application must include a description of how

the service providers involved in the Consortium will collaborate to ensure provision of the required NSP activities specified in this Section under Scope of Work.

Only one Applicant amount, Cost-per-Client, and Number of Clients to be Served will be noted on Attachment 1, Application Face Sheet.

If applying as a consortium, the applicant shall submit the following information:

- Attachment VII, 2007 Naturalization Services Program Budget for Consortium, identifying the Consortium providers by name and address, cost-per-client, number of clients each consortium provider will be serving, and total budget per provider.
- Each Consortium provider must complete a 2007 Naturalization Services Program Funding and Program Experience Sheet for Consortium, Attachment VIII.
- Consortium providers' Letter(s) of Commitment. The Letter of Commitment shall be signed by an official authorized to contractually bind the provider and indicate the ability to deliver NSP services during the contract period.

Applicants interested in forming a Consortium are requested to contact Rosa Hernandez, NSP Program Analyst, at (916) 341-4383, by October 27, 2006, to notify of intent to apply as consortium.

Application Submission Criteria

All applicants must meet the submission criteria listed below.

- Applicant must submit an original and two (2) copies of the application by 5:00 p.m. on November 13, 2006, to:

APPLICATION FOR NATURALIZATION SERVICES PROGRAM
Department of Community Services and Development
Program Development and Support Unit
700 North 10th Street, Room 258
Sacramento, CA 95814

Do not assume infallibility when using overnight delivery couriers.

- For hand delivery, CSD is located off Richards Boulevard, which crosses Interstate 5 North of downtown Sacramento. Applications will be accepted only if physically received at the CSD address listed above by 5:00 p.m. on November 13, 2006. Applications received after this time and date will be returned unopened. FAXED APPLICATIONS WILL NOT BE ACCEPTED.
- All applicants must complete and submit Attachment I, 2007 Naturalization Services Program Application Face Sheet. Type the name, title, and telephone number of the person authorized to submit the application. The person authorized to submit the application must sign and date Attachment I.

- All applications must include a numbered table of contents.
- All applications must include Attachment II, Application Stack Order Checklist. The documents must be in the same order as displayed in the Checklist, and should be checked off to indicate inclusion of these documents in your application packet.
- All required information, documents, and supporting data for the application must be submitted and/or completed according to the instructions contained in this RFA, or the application will be deemed non-responsive and be disqualified.

Questions Regarding RFA

Please submit all questions in writing on agency letterhead, via U.S. mail or faxed to Rosa Hernandez at (916) 341-4383, or you may contact her directly by calling the same number.

Questions resulting in substantive changes or required clarification will be incorporated into the RFA and released as an addendum to all applicants who have submitted a Notice of Intent to Apply by October 27, 2006. **Please note that questions addressed verbally are not binding and are not grounds for appeal.**

Failure to meet the application requirements by the submission deadline date will be grounds for CSD to deem an applicant non-responsive and disqualify the application. A non-responsive applicant is one that does not meet the application requirements.

CSD Reservations

CSD reserves the right to modify, amend, cancel, or terminate this RFA at any time by issuance of an addendum or notice to all parties who have requested or been mailed an application.

Notice of Intent to Apply

If your organization intends to submit a Request for Application, please submit a Notice of Intent to Apply for the 2007 Naturalization Services Program, and identify the service area on your organization's letterhead no later than Friday, October 27, 2006. You can fax this information to Rosa Hernandez, RFA Program Analyst, at (916) 341-4383 or mail to her attention at:

Department of Community Services and Development
700 North 10th Street, Room 258
Sacramento, CA 95814

B) SELECTION

Selection Process

CSD will conduct the following three-phase evaluation and selection process designed to determine if an application is responsive to the RFA requirements. Applications received by CSD are considered final, and no additional materials will be accepted after the submittal date of November 13, 2006, at 5:00 p.m. CSD, however, reserves the right to request additional information to clarify information during the evaluation and selection process.

- Phase 1: CSD will review all applications to determine Applicant's responsiveness to submission criteria and all documents submitted according to Attachment II, Application Stack Order Checklist. Applications passing Phase 1 will continue to Phase 2.
- Phase 2: CSD will conduct the following internal reviews to determine Applicant's responsiveness as addressed in the Minimum Requirements for applicants in this RFA:
 - Organization's Audit – CSD's Audit Services Unit will review the information that can attest to the viability and stability of the organization and its accounting system.
 - Contract Experience – CSD staff will review Attachment V, 2007 Naturalization Services Program Funding and Experience Sheet, or Attachment VIII, 2007 Naturalization Services Program Funding and Experience Sheet for Consortium.
 - Program Review – If the Applicant previously received an NSP contract from CSD, the applicant's previous program performance will be reviewed to determine if at least 90 percent of the funds were expended, and if CSD records indicate that Applicant has an outstanding, unresolved, or written-off accounts receivable.

Failure to meet the minimum requirements will be a basis for the application to be deemed non-responsive and be disqualified. Applications passing Phase 2 will be forwarded to Phase 3.

- Phase 3: CSD staff will review applications to determine Applicant's responsiveness to Scope of Services, Matching Funds, and Cost-Per-Client (Outcome 1). All applications will be reviewed and assigned a competitive score. The following is provided as the relative weight for each component in Phase 3:

Scope of Work	50%
Matching Funds	25%
Cost-Per-Client (Outcome 1)	25%
Total	100%

Failure to meet requirements listed in the Scope of Services and Cost-Per-Client will be a basis for the application to be deemed non-responsive and be disqualified.

If, during any of the above three phases, an application for a specific Service Area is found to be non-responsive to the requirements of this RFA, the application will be determined ineligible for award of the contract and the applicant(s) with the next highest score for that specific Service Area will be evaluated until a responsive applicant is identified.

Applications may be rejected during any phase when determination is made that an application contains false or misleading statements. This includes concealment or nondisclosure of information or references that do not support the condition claimed by the applicant.

The Director of CSD will determine the awarding of contracts.

Evaluation Criteria

Scope of Work weighted at 50 percent of total score

Activity	Evaluation Criteria	Points
Outreach	Extent to which applicant describes target population, outreach activities; diversity of materials/methods utilized, frequency of outreach activities. Applicant addresses the need of the service area and community, and any specific population.	Range of points 1-10
Intake/Assessment	Applicant provides a detailed description of tools, processes, and procedures used to determine eligibility for naturalization services and identifies issues that may result in delay or denial	Yes – 5 pts. No – 0 pts.
Collaboration with, and referral to, other naturalization services organizations	Applicant clearly demonstrates and provides specific details explaining the organization's ability to collaborate with other services providers, and may include the California Department of Education ESL and EI Civics grantees, to ensure clients receive services necessary to successfully complete the naturalization process.	Range of points 1-10
Citizenship Application Assistance	Applicant describe the tools, processes and procedures used to assist clients in completing the Application for Naturalization	Yes – 5 pts No – 0 pts.
Citizenship Testing and Interview Preparation	Applicant describes the services, methods, and tools used to prepare clients for the citizenship test and interview.	Yes – 5 pts. No – 0 pts
Follow-Up	Applicant provides details and specifics describing the processes, procedures, and systems used to follow-up, document, and if possible, confirm that clients become a naturalized citizen.	Range of points 1-15

Matching funds weighted at 25 percent of total score

Percent of Matching Funds Evaluation Criteria	Points
15 – 19 %	10 pts.
20 – 24 %	15 pts.
25% +	25 pts.

Cost per Client (outcome one) weighted at 25 percent of total score

Agency Proposed Cost-per-Client Evaluation Criteria	Points
\$150 - \$165	25
\$166 - \$175	20
\$176 - \$200	15
\$201 - \$225	10
\$226 - \$250	5

Notice of Intent to Award

A Notice of Intent to Award shall be posted starting December 4, 2006 in a public place in the office of CSD, 700 North 10th Street, Room 258, Sacramento, CA 95814, and on CSD's website: www.csd.ca.gov for at least five (5) working days prior to awarding the contracts.

Disposition of Applications

Upon submission of the application, all documents submitted in response to this RFA will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

Applications received by CSD are considered final and no additional materials will be accepted after the final submittal date. CSD, however, reserves the right to request additional information to clarify information within the applications.

C) APPEAL

Appeal Process

The contract award is held up when an appeal is received by CSD. CSD will not award the contracts for a specific service area until the appeal is withdrawn or CSD has rendered a decision.

- A Notice of Intent to Appeal must be filed in writing within five (5) working days after the Notice of Intent to Award is posted. If the Notice of Intent to Award is posted on December 4, 2006, the Notice of Intent to Appeal must be received by CSD on or before December 11, 2006, by 5:00 p.m. Appeals must be mailed, faxed, or hand delivered to:

Lloyd Throne, Director
Department of Community Services and Development
700 North 10th Street, Room 258
Sacramento, CA 95814
Facsimile: (916) 341-4213

- After filing a Notice of Intent to Appeal, the appellant has five (5) calendar days to file a detailed written statement of the appeal if the Notice of Intent to Appeal did not contain the complete grounds for appeal. Appeals shall be limited to the grounds that CSD failed to correctly apply the standards for evaluating and selecting an applicant as specified in the RFA.
- CSD will send the appellant a letter acknowledging receipt of the Notice of Intent to Appeal within twenty-four (24) hours of receiving the notice. The letter will remind the appellant of the five (5) calendar days limit for submitting a detailed appeal.
- The detailed appeal can only be filed if a Notice of Intent to Appeal is received by CSD on or before December 11, 2006, at 5:00 p.m.
- Lloyd Throne, Director of CSD, or his designee, may hold an oral hearing and render a decision based on the content of the written appeal letter and the hearing. The decision of Lloyd Throne, Director of CSD, or his designee, shall be final with no further administrative appeal.
- Appellants will be notified in writing of the decision regarding their appeal within seven (7) working days of the hearing date or the consideration of the written appeal letter if no hearing is conducted.

D) CONTRACT INFORMATION

Contract

Applicant shall agree to comply with the terms and conditions of the attached sample contract (Standard Agreement, STD. 213). Applicant shall adhere to Exhibit D, Section 8.E., Contractor Assurances and Certifications of said sample contract. If an Applicant is awarded a contractual Agreement, the Agreement will be mailed with specific language pertaining to the Applicant, Service Area and Funding Allocation, as referenced on Appendix A, and the Cost-per-Client, as noted on the Application Face Sheet per the conditions set forth in this RFA.

Payment

Contracts will be awarded to successful applicants in which the contractor will receive two separate reimbursement payments; one payment for submission of the Application for Naturalization and one payment for the receipt of the certification of naturalization.

Contractors will receive the first payment for each client for which an Application for Naturalization (N-400 and/or N-600) is submitted (referred to as outcome one). The amount of this payment will depend on the applicant's proposed cost as submitted with this RFA. The cost-per-client for outcome one shall be a minimum of \$150 per client and shall not exceed a maximum of \$250 per client.

Contracts will receive the second payment for each client for which the client receives certificate of Naturalization (referred to as outcome two). The amount of this payment shall be a fixed rate of \$100 per client.

While follow-up with each client is required under this RFA, CSD realizes that in some situations a client may achieve specific benchmarks towards naturalization (i.e. fingerprints taken, USCIS interview) and not complete the naturalization process. In a case where an applicant has invested time and funds towards the naturalization of a client and is unable to demonstrate the successful achievement of a naturalization certificate, the applicant may be eligible for payment at the discretion of CSD. In such cases, reimbursement may be paid upon submission of documentation to confirm client obtained fingerprints (\$50) and successfully completed the USCIS interview (\$50).

Payment to the Contractor is contingent upon receipt by the CSD of the Naturalization Services Program Monthly Expenditure reports. Contractors will be required to submit monthly reports consisting of the Naturalization Program Monthly Expenditure Reporting form, CSD 623 and the Naturalization Client Reporting Form, CSD 667.

Amendment

In the event that CSD receives additional State NSP funding, CSD may amend the amount of the 2007 NSP contract at the sole option of the State. The

amendment/extension options will be based on contractor's ongoing performance. If the contractor is determined to be non-compliant by failing to meet client goals, submitting late reports, failing to expend funds within the time allotted, having fiscal and billing irregularities, and/or having unresolved audit issues, applicant will not be awarded an amendment/extension. CSD will evaluate and notify the Applicant in writing.

Monitoring and Evaluation

Applicant will be required to establish an internal monitoring and evaluation process for measuring the agency's progress in expending the full naturalization budget, meeting the projected number of clients to be served within the service area, and the methods to be utilized for meeting reporting requirements

List of Attachments

- Attachment I, 2007 Naturalization Services Program Application Face Sheet
- Attachment II, Application Stack Order Checklist
- Attachment III, Application Narrative (provided by applicant)
- Attachment IV, 2007 Naturalization Services Program – Matching Funds
- Attachment V, 2007 Naturalization Services Program – Funding and Program Experience Sheet
- Attachment VI, 2007 Naturalization Services Program Budget
- Attachment VII, 2007 Naturalization Services Program Budget for Consortium
- Attachment VIII, 2007 Naturalization Services Program - Funding and Program Experience Sheet for Consortium

Appendices

- A) 2007 Naturalization Services Program Service Areas and Funding Allocations
- B) Legal Immigration to California by County, 1996-2004
- C) Sample Contract

Attachment I
2007 NATURALIZATION SERVICES PROGRAM
Application Face Sheet

Applicant's Organizational Name: _____

Applicant's or Agency's Legal Name (if different): _____

Federal Employee Identification Number (FEIN): _____

Applicant's Street Address: _____

Applicant's Mailing Address (if different from above): _____

City: _____ County: _____ State: _____ ZIP Code: _____

Telephone: () _____ Alternate Telephone: () _____

Facsimile Number: () _____ E-mail Address: _____

Agency Contact Person: _____

Type of Organization: Check appropriate item.

- ☐ Private, Nonprofit, Community-Based Organization
☐ Local Public Agency

Required Information: Check each box when completed.

- ☐ Funding Request \$ _____
☐ Service Area Number _____
☐ Total Cost-per-Client \$ _____
 \$ _____ Cost-per-Client for Outcome 1
 \$ 100 Cost-per-Client for Outcome 2
☐ Number of Clients to be Served _____
☐ Matching Fund Amount and Percentage \$ _____ %
☐ Number of Years Providing Naturalization Services _____
☐ Does Applicant Intend To Subcontract Services Yes _____ No _____
☐ Applicant Is a Past CSD NSP Contractor: Yes _____ No _____

By submitting this application, the applicant certifies the validity of the contents and claims contained herein. Invalid claims by applicant or an incomplete application are grounds for an application to be deemed nonresponsive and be disqualified.

Signature of Authorized Person: _____

Typed or Printed Name of Authorized Person: _____

Attachment II

APPLICATION STACK ORDER CHECKLIST

The application elements and attachments must be assembled in the order listed below. Failure to attach required documents and/or failure to provide appropriate signatures where applicable shall be cause for an application to be deemed non-responsive and be disqualified

ATTACHMENTS AND REQUIRED DOCUMENTS STACK ORDER

(Please check each box when completed.)

- ☐ Attachment I: Application Face Sheet
- ☐ Numbered Table of Contents
- ☐ Attachment II: Application Stack Order Checklist
- ☐ Proof of Nonprofit Status
 (Provide copy of letter confirming IRS 501(c)(3) status.)
- ☐ Certificate of Status issued by the State of California, Office of the
 Secretary of State (OSS) (excludes local governments)
- ☐ Copy of resolution, order, motion, or ordinance authorizing the
 representative signing this RFA to negotiate and execute a
 contract with CSD
- ☐ Attachment III: Application Narrative (to be provided by applicant)
- ☐ Attachment IV: Naturalization Services Program Matching Funds and Letter(s) of
 Commitment
- ☐ Audit (one copy only)
- ☐ Attachment V: Naturalization Services Program Funding and Program
 Experience Sheet
- ☐ Resumes and Duty Statements of Key Staff
- ☐ Attachment VI: Naturalization Services Program Budget and if applicable
 Subcontractor information and Letter(s) of Commitment
- ☐ Attachment VII: Naturalization Services Program Budget for Consortium
- ☐ Attachment VIII: Naturalization Services Program Funding and
 Program Experience Sheet for Consortium
- ☐ Resumes and Duty Statements of Key Staff for Consortium

Attachment III

2007 NATURALIZATION SERVICES PROGRAM

**APPLICATION NARRATIVE
(to be provided by applicant)**

Attachment IV

**2007 NATURALIZATION SERVICES PROGRAM
MATCHING FUNDS**

Excel form

Attachment V

**2007 NATURALIZATION SERVICES PROGRAM
FUNDING AND PROGRAM EXPERIENCE SHEET**

Excel Form

Attachment VI

**2007 NATURALIZATION SERVICES PROGRAM
BUDGET**

Excel Form

Attachment VII

**2007 NATURALIZATION SERVICES PROGRAM
BUDGET FOR CONSORTIUM**

Excel Form

Attachment VIII

**2007 NATURALIZATION SERVICES PROGRAM
FUNDING AND PROGRAM EXPERIENCE SHEET
FOR CONSORTIUM**

Excel Form